

# INCLUSIVE LANGUAGE GUIDE



The following guide is a list of potentially harmful words or phrases with suggestions for inclusive replacements. The replacements are *not* synonyms, but are words that convey the attempted sentiment without potentially causing harm to others. This is not an all-encompassing list, and there are certainly other words and phrases to avoid.

## INSTEAD OF SAYING:

Gals/ Guys/ Ladies/ Gentlemen  
Handicapped/ Afflicted/ Crippled  
ADHD/ OCD/ On the spectrum  
Spokesman/ Spokeswoman  
Spirit animal  
Blind spot  
Retarded  
Crazy/ Insane/ Psycho/ Nuts  
Lame/ Invalid  
Sherpa  
Guru  
Ninja  
Nazi  
Master  
White list/ White shoe  
Blackball/ Black mark

→ Folks, Folx, People, Y'all, Everyone, Team, Distinguished Guests  
→ People with disabilities  
→ Neuro-diverse  
→ Spokesperson  
→ Kindred spirit, Patronus, Animal guide  
→ Knowledge gap  
→ Broken, Pointless, Irritating, Annoying, Unpleasant  
→ Unbelievable, Unconscionable, Unpredictable, Outrageous, Foolish, Ridiculous, Senseless, Intense  
→ Not good, Terrible, Bad, Awful, Gross  
→ Guide, Coach  
→ Authority, Thought leader, Expert  
→ Expert, Ace  
→ Authority  
→ Primary, Leader, Head  
→ Premier, Bespoke, Approved  
→ Banned, Mistake

## TRY SAYING:

## RESOURCES FOR LEARNING ABOUT LANGUAGE BY GROUP

[Indigenous People](#)      [Women](#)  
[African Americans](#)      [People with Disabilities](#)  
[Hispanic and Latino](#)      [LGBTQ+ People](#)

## OTHER RESOURCES

[USCA: Guide to Inclusive Language](#)  
[Handshake: 70 Inclusive Language Principles](#)

Knowing the words and phrases that may be harmful requires ongoing learning, listening and reflection. You've taken a positive step by reading this far. Thank you and keep going!